[Web address: nature.scot/peatlandaction](http://www.nature.scot/PeatlandACTION)

**Final report**

A summary report must be sent to [peatlandactiongrant@nature.scot](mailto:peatlandactiongrant@nature.scot) for each practical restoration project funded by Peatland ACTION once work is completed. These reports are a requirement of the Peatland ACTION funding. These reports have been developed based on research from Scotland’s Rural College, the University of Leeds and The James Hutton Institute[[1]](#footnote-1).

Completed reports may be used by NatureScot to help raise awareness of the range of peatland restoration work we are funding, and the benefits it can bring. Writing style for the open questions should be journalistic – telling stories, showing how challenges were overcome and what helped to achieve goals. The information gathered from these reports may also be used for research purposes and published under an [Open Government Licence](https://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/) (information on costs will be anonymised). We may also use some of the images and project information on our website and for our communications and advocacy purposes.

The final report should consist of three components:

1. A completed version of **this document**.
2. **A folder containing the spatial data** that represent your project area. The following spatial data must be provided: the site boundaries of restored area(s), and the restorative activities that were completed.

These must be submitted using the standardised format specified in the [templates and guidance](https://www.nature.scot/doc/peatland-action-spatial-data-guidance-support-your-funding-application-and-final-report), which are available on our website.

Name the folder: ‘Project ID code\_FinalReport\_Mapping\_Project name\_YYYYMMDD’

e.g. ‘500123\_FinalReport\_Mapping\_Lower Moss\_20191021’.

1. **A folder containing photos** that represent your project. These should show before, during and after photos, preferably of all restoration techniques and machinery used.

Name the folder: ‘Project ID code\_FinalReport\_Photos\_Project name\_YYYYMMDD’

e.g. ‘500123\_FinalReport\_Photos\_LowerMoss\_20191021’.

For check boxes, double-click on the box to open, and select ‘Checked’ as appropriate. Where needed, add additional lines to tables. Finally, in order to complete this form **you will need to have a copy of your Peatland ACTION application form for reference**.

## Section A - about you

1. **Lead organisation**

Click or tap here to enter text.

## Section B - about your project

1. **Project ID number**

Click or tap here to enter text.

1. **Project title**

Click or tap here to enter text.

1. **Central grid reference(s) of restoration site** (if there is more than one site, please enter a grid reference for each site separately). Recommended format: e.g. NS520190 (two letters, 6 figures, no spaces).

Click or tap here to enter text.

1. **Period when restoration activity was on-going**.

Start date: Click or tap to enter a date.

Finish date: Click or tap to enter a date.

1. **A line / sentence / quote as a captivating statement about the project** (could be from the project manager or a stakeholder)

Click or tap here to enter text.

1. **Project synopsis** (please use snappy subtitles if possible) (max 750 words in total)

7.1. **Introduction** (goals/mission of the project/original problems/drivers)

Click or tap here to enter text.

7.2 **Site basics** (project area, peatland type, key species present, restoration ambition, restoration area achieved, restoration methods)

Click or tap here to enter text.

7.3. **History and challenges overcome** (why did the project come about? Were there any barriers to progressing the goals? If so, how did you overcome them?)

Click or tap here to enter text.

7.4. **Benefits** (In the context of your project, what are some of the benefits of the work you have undertaken? Who is likely to benefit from the work you have carried out?)

Click or tap here to enter text.

1. **Did the project involve any partnership working and/or make links with any other projects?** (e.g. Central Scotland Green Network, Pearls in Peril) if so, please briefly describe:

Click or tap here to enter text.

1. **Area completed and visible changes**.The site ID, name for each site and central grid reference should correspond with the information provided in Question 39 of the Application form. However, we realise that the extent of some of your restoration sites may have changed since your application. If activities have not been carried out for particular sites included in the Application form, please leave blank. If new sites have been added, please add them to the table, adding more rows as necessary. The size of the area completed should be generated from your spatial data(restoration footprint). For information on boundaries, see the guidance on [restoration footprints](https://www.nature.scot/doc/peatland-action-spatial-data-guidance-support-your-funding-application-and-final-report).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Site ID | Name of each site  (As given in Q39 of the Application form) | Central grid reference  (e.g. NO085291) | Restoration footprint (ha) | What are the visible changes you have noticed on the site?  (Please tick relevant box(s)) | |
| 1 |  |  |  | Standing water |  |
| Water colour |  |
| Vegetation: bare peat covered |  |
| Vegetation: Sphagnum |  |
| Fauna: birds |  |
| Fauna: insects |  |
| Better sheep/livestock health |  |
| Improved grouse survival rate |  |
| Other (specify) |  |
| 2 |  |  |  | Standing water |  |
| Water colour |  |
| Vegetation: bare peat covered |  |
| Vegetation: Sphagnum |  |
| Fauna: birds |  |
| Fauna: insects |  |
| Better sheep/livestock health |  |
| Improved grouse survival rate |  |
| Other (specify) |  |
| 3 |  |  |  | Standing water |  |
| Water colour |  |
| Vegetation: bare peat covered |  |
| Vegetation: Sphagnum |  |
| Fauna: birds |  |
| Fauna: insects |  |
| Better sheep/livestock health |  |
| Improved grouse survival rate |  |
| Other (specify) |  |
| 4 |  |  |  | Standing water |  |
| Water colour |  |
| Vegetation: bare peat covered |  |
| Vegetation: Sphagnum |  |
| Fauna: birds |  |
| Fauna: insects |  |
| Better sheep/livestock health |  |
| Improved grouse survival rate |  |
| Other (specify) |  |

1. **Please provide summary details about the actual restoration activities implemented on each site.** Activities may or may not have changed compared with Q40 of the Application form, but please report here what has **actually been implemented**. The site ID should correspond with Q9 above. Add more rows as necessary. The information required for this table should be generated from your spatial data.Use the dropdown menus in the technique and material columns to select the appropriate options.

10 a. Restoration of **linear features** such as blocking ditches with peat dams or wave dams; or reprofiling hags or gullies. Add more rows as necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Site ID | Technique | Material | Length (m) | Notes |
| 1 | Choose an item. | Choose an item. |  |  |

10 b. Installation of **discrete features** such as stone dams, timber dams, or surface bunds. Add more rows as necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Site ID | Technique | Material | Count | Notes |
| 1 | Choose an item. | Choose an item. |  |  |

10 c. Restoration of **features that are measured by area**, such as cell bunding, scrub removal, or hag reprofiling (where not recorded linearly). Add more rows as necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Site ID | Technique | Material | Area (ha) | Notes |
| 1 | Choose an item. | Choose an item. |  |  |

10 d. Restoration on **Forest to bog** areas. Add more rows as necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Site ID | Technique | Area (ha) | Notes |
| 1 | Choose an item. |  |  |

10 e. Restoration techniques to treat **areas of bare peat**, such as applying mulch, transplanting propagules or placing turves. Add more rows as necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Site ID | Technique | Area (ha) | Notes |
| 1 | Choose an item. |  |  |

1. **If there were any changes compared to the initially-planned activities in Q40 of the Application form, please provide a brief description of these changes and the reasons for them**. Please make reference to the site ID where the changes have taken place. The site ID should correspond with Questions 9 and 10 above. If there were no changes, please leave blank.

|  |  |
| --- | --- |
| Site ID | Changes compared to Application form and reason(s) for change (brief description) |
|  |  |
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1. **If any monitoring has taken place within the restoration area, for example, water quality or vegetation monitoring, please specify and submit results with this report**.

Click or tap here to enter text.

1. **Please provide a selection of photos that represent the project; showing the project site before, during and after restoration, and the restoration techniques used**. A folder containing these photos should accompany this report.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Site ID | 10 figure grid reference | Photo ID | Description | Reason | Date | Stage |
| Site ID (as in Q9) | Where available, provide a grid reference from where photo was taken  (recorded directly from GPS) | Image file name or number | Description of what is seen in the photo | Reason for photo (e.g. restoration technique, feature of interest, condition) | Date photo taken (yyyyy-mm-dd) | Stage of restoration (e.g. before, during, after) |
| 1 | NO1234567890 | IMG1234 | Ditch prior to restoration | Restoration technique | 2019-09-01 | before |
| 1 | NO1234567890 | IMG1345 | Re-profiling a hag | Feature of interest | 2019-09-05 | during |
|  |  |  |  |  |  |  |
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## Section C - your costs

**All costs must be broken down by financial year (01 April to 31 March).**

**Project costs we need to know:**

* **Cash costs** of your project. A cash cost is an item you pay for such as buying a piece of equipment or hiring a venue or piece of equipment, or paying for sub-contractors. Please note that we are interested in the total **cash cost** of your project – this includes all cash items even if you’re not looking for us to fund them.
* **In-kind contributions**. An in-kind contribution is an item donated to the project at no actual “cash” cost to the project such as volunteer time, services or materials.

### Cash costs

1. **Please provide a breakdown of all the actual cash costs (staff, machinery, equipment, sub-contractors, etc.) incurred on each site**. These include **cash** costs which have been **claimed** from the Peatland ACTION fund and costs covered by your own or third party funds. Please **do not** include in-kind contributions (i.e. own non-cash contributions) here. Where possible, match project cost descriptions with the activities detailed in Q9 above.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Site ID | Project cost description | Cash Cost Year20\_\_ - 20\_\_ | Cash Cost Year20\_\_ - 20\_\_ | Total amount claimed from NatureScot |
|  |  | £ | £ | £ |
|  |  | £ | £ | £ |
|  |  | £ | £ | £ |
|  |  | £ | £ | £ |
|  |  | £ | £ | £ |
|  |  | £ | £ | £ |
|  |  | £ | £ | £ |
|  |  | £ | £ | £ |
| **Irrecoverable VAT** | | **£** | **£** | **£** |
| **Total** | | **£** | **£** | **£** |

1. **In those cases where your costs have changed with respect to those indicated in Q52 of the Application form, please specify reasons for changes in cost per site**. If there were no changes, please leave blank.

|  |  |
| --- | --- |
| Site ID | Changes compared to Application form and reason(s) for change (brief description) |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Please list below any cash costs that are not associated with a specific site** (e.g. demonstration events, community engagement activities that may have been listed in Q53 of the Application form. **Do not** include in-kind contributions here.

|  |  |  |
| --- | --- | --- |
| Activity Description | Cash Cost Year:20\_\_ - 20\_\_ | Cash Cost Year:20\_\_ - 20\_\_ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
| **Irrecoverable VAT** | **£** | **£** |
| **Total** | **£** | **£** |

1. **If additional (non-Peatland ACTION) funding was secured as part of the project, please provide details**:

Click or tap here to enter text.

### In-kind contributions

1. **Please tell us about any in-kind contributions, including your own.** Provide an estimate of the **total incurred in-kind contributions** by you or any third-party organisation that may have been listed in Q56 of the Application form. This may include use of equipment or machinery, or materials that may be given to the project without charge. It does NOT include use of own cash funds (include these in Q14 above).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contributor | Description of in-kind contribution | Cash Cost Year20\_\_ -20\_\_\_ | | Cash Cost Year20\_\_ - 20\_\_ |
|  |  | £ | | £ |
|  |  | £ | | £ |
|  |  | £ | | £ |
|  |  | £ | | £ |
|  |  | £ | | £ |
| **Total** | | | **£** | **£** |

1. **Please provide an estimate of the total time used in restoration related activities (approximate total number of days of all people contributing labour time)**. Total time refers to time contributed in-kind by your business or organisation. This can include yourself or salaried workers **but** excludes sub-contractors.

Number of days Click or tap here to enter text.

Estimated value of time given (£) Click or tap here to enter text.

**Please provide the number of days that was spent on each phase of the restoration project:**

|  |  |
| --- | --- |
| Project phase | Number of days |
| **Planning**: preparing application; training/information gathering; contacting suppliers; organising work; preparing (access to) site etc. |  |
| **Implementation: site specific activities**: implementing specified activities |  |
| **Implementation: non-site specific activities**: community engagement and awareness raising activities etc. |  |
| **Post-implementation**: monitoring progress; maintenance; final reporting |  |

1. **Was social media (e.g. Twitter, Facebook, Instagram), public media (e.g. TV, radio), or a public event(s) used to promote the project?** Yes  No
2. If yes, please describe:

|  |  |
| --- | --- |
|  | Brief details (including number of people engaged) |
| **Facebook**  Number of likes/ comments/shares |  |
| **Twitter**  Total number of likes/ retweets/favourites |  |
| **Instagram** |  |
| **YouTube** |  |
| **Website**  Number of views |  |
| **Blog**  Number of views |  |
| **Newspaper/newsletter**  Circulation of publication |  |
| **TV** |  |
| **Radio** |  |
| **On-site interpretation materials** |  |
| **Other** |  |

1. **If you have hosted any demonstration events and/or community engagement events, please describe, including the number of attendees**.

Click or tap here to enter text.

1. **How many volunteers were involved with the project, and how many volunteer- days did this amount to?**

Click or tap here to enter text.

1. If schools were involved, how many students were engaged with the project?

Click or tap here to enter text.

## Section D – your experience with restoration

1. **We are interested in your views on the restoration project**. Please score the following.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1:  Very bad | 2:  Bad | 3:  OK | 4:  Good | 5:  Excellent |
| Your overall experience with the restoration project |  |  |  |  |  |
| The funding application process |  |  |  |  |  |
| The support available from NatureScot and Peatland ACTION Officers |  |  |  |  |  |
| Dealing with suppliers |  |  |  |  |  |
| The outcomes of the project on the ground |  |  |  |  |  |
| How restoration fits with your business/organisational objectives |  |  |  |  |  |

1. **If the restoration project so far has had any positive effect on your business or organisation, briefly describe**:

Click or tap here to enter text.

1. **If the restoration project so far has had any negative effect on your business or organisation, please briefly describe**:

Click or tap here to enter text.

1. **Would you consider restoration on some other sites?**

Yes, if funded

Yes, in any case

No

I don’t have any other sites

**If yes or no – why?**

Click or tap here to enter text.

1. **Please rate the following actions that may be used to encourage other land managers to become engaged with peatland restoration**.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1:  Not important at all | 2:  Not important | 3:  Neutral | 4:  Somewhat important | 5:  Very important |
| Provide better/more information on the impacts of restoration |  |  |  |  |  |
| More awareness raising / training events |  |  |  |  |  |
| Facilitate application process |  |  |  |  |  |
| Guarantee of no loss of single farm payment (or post-EU exit equivalent) |  |  |  |  |  |
| Provide means of funding up-front costs |  |  |  |  |  |
| Include peatland maintenance/management payments in future agri-environment schemes |  |  |  |  |  |

1. **Please rate the features of the Peatland ACTION funding process that should be retained in the future**.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1:  Not important at all | 2:  Not important | 3:  Neutral | 4:  Somewhat important | 5:  Very important |
| Low cost |  |  |  |  |  |
| Low hassle to land managers |  |  |  |  |  |
| Ease of application procedure |  |  |  |  |  |
| Quick reimbursement |  |  |  |  |  |
| Flexibility in implementation |  |  |  |  |  |
| Learning and experimenting opportunities |  |  |  |  |  |
| (semi)-independent advice |  |  |  |  |  |
| Quickly visible results |  |  |  |  |  |

1. **What should be improved or changed in the Peatland ACTION restoration process?**

Click or tap here to enter text.

1. **Have you heard of the Peatland Carbon Code?**  Yes  No
2. How would you rate your level of knowledge about peatland restoration?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Low | Medium | High |
| Ecology and hydrology of peatlands and restoration |  |  |  |
| Peatland restoration practices and techniques |  |  |  |
| Managing projects and specialised contractors in a peatland setting |  |  |  |
| Understanding the carbon benefits of peatland restoration and relevance to the proposed project |  |  |  |

1. **Would you be happy to be contacted for research purposes related to restoration?**

Yes  No

## End of report

1. [Glenk, K. and Martin-Ortega (2018). The Economics of Peatland Restoration. Journal of Environmental Economics and Policy; Byg, A. & Novo, P. 2017. Peatland ACTION Programme – lessons learned. ClimateXChange report](https://doi.org/10.1080/21606544.2018.1434562). [↑](#footnote-ref-1)